

Agenda – Class Council Meeting #1

Date: October 13th, 2017

Time: 3:00pm - 4:30pm

Location: MS 4220

Minute Taker: Gigi Lai

Attendees: Tom F., Yifan Z., Gigi L., Helen L., Elaine N., Sera L., Catherine Z., Deuk K., Julian W., Shreeya T., Jacob P., Peter Z., Steven S.

Absent: None

Introductions & names

- Steven will be here for first couple meetings just to make sure things go smoothly

Goals/Expectations

- For 2T1 Council
 - i. Ideational:
 - a. What are our goals for the year?
 - We can start from a fresh slate in terms of what we can do for class
 - What do we want to specifically achieve?
 - ◇ Ensure 2T1's themselves are represented by us
 - Have some kind of **voice** in council (not just council making decisions)
 - ◇ **Collaboration** between council members
 - Events are not done by ourselves, all of council helps out on it
 - Support each other as much as possible
 - ◇ Vocal & constructive **accountability**
 - Have a space that everyone can comfortably give each other feedback
 - **Transparency** of council to rest of class
 - ◇ Update them on agenda/minutes & money funding
 - ◇ Gigi & Peter work on it
 - b. What are some qualities of council + our interactions?
 - ii. Administrative/Logistical:
 - a. How often are meetings? Duration? Format, etc.
 - Once every two weeks, 1 – 1.5 hrs long (try to stick to 1 hour) depending exam schedule

- At end of every meeting, we'll figure out when the next meeting is so people can plan around it
 - If things happen within 2-3 weeks of meeting, we will talk about it during this meeting
 - b. Expectations for members
 - Everyone should attend meetings but don't have to physically be present if they can't
 - ◇ Can skype or call in at least for your section so people can be updated on what you're doing
 - c. Agenda/Minutes/New initiatives
 - Agenda will be posted a week before meetings
 - ◇ Tom, Gigi, & Yifan will start a template based on last meeting's minutes
 - Send us things you want to talk about so we can add it into agenda
 - Minutes will be added into agenda afterwards for everyone to see
- President
 - i. Funding sources
 - a. Find funding source that's not clothing sales
 - Each year has a set funding source (ex. First year – apparel, second year – phrosh, etc.)
 - Find funding source outside of students paying students
 - Approx. \$5000 goes to council every year
 - ◇ Get \$250 to start bank account, hold class events & for cash box
 - ◇ Each student pays \$72 to ups in tuition
 - \$17 of that goes to class council
 - ◇ From grad fund, around \$4600-ish for each class
 - ◇ Also get \$400-500 from GIC account
 - ◇ Need to keep in mind that at end of 4 years, remaining goes to grad
 - Need to hold as many great events as possible but need to be aware that we need to save for future
 - ii. Ensure accountability from everybody using 1-on-1's & check-ins throughout the year
 - a. Doing informal 1 on 1's
 - Ex. How are you doing? How's your goals coming along? How are you enjoying council?
 - iii. Receive and address concerns from students using surveys, focus groups, & town halls
 - a. Will do survey from students by end of next week
 - Get as many student concerns as possible to see what they want to see from council
 - iv. Cultivate an environment for excellence, continue to push each member to their fullest potential and remove any barriers for the events and initiatives (financial, administrative)
 - a. Basically, we don't want an environment where council people feel like they can't do your job (ex. because of space or financial reasons)
 - Vice-President
 - i. Most immediate goal is charity week
 - a. Goal is to have successful week & raise as much money as possible

- Class with most raised funds will get Dr. Kennedy award

Comments/Suggestions: Keep Tom accountable!

- Secretary
 - i. Engaging more students
 - a. Increasing involvement from students who are usually shy and don't participate
 - ii. Transparency in money transfer
 - a. Let the class know what council is doing with funds & get feedback/opinions/concerns about financial decisions

Comments/Suggestions: Work with Peter to provide transparency on 2T1 website

- Social Rep
 - i. What do people want to see?
 - a. Aim to plan IPE-focused (interprofessional) events and stress relievers
 - ii. Funding
 - Can we overprice the event and put cash/profit into student funds?

Comments/Suggestions: Diversity of events is important!

- b. Plan events commuters will be engaged in
 - Need to be more accessible (like right after class, etc., not a Saturday night)
 - ◇ Some people are down to commute outside of school but some aren't
- c. Non-alcoholic events
 - Pharmacy Phoodies is a good type of casual event
- d. Need to figure out what 2T1 class in general is looking for
 - Need feedback system
 - ◇ Right now only have number of events per month & turnout as feedback
 - ◇ Tell Deuk the feedback from events!
 - ◇ Tom will ask about what social events students want in the survey
 - Events often affected due to exams & workload
 - ◇ Ex. Turkey tumble didn't have as high of turnout due to people going back home for long weekend

Comments/Suggestions:

- Not only are we creating social events, we also need to fundraise for ourselves
- Prioritize students but need to think about us as well
- Can price social events higher than market sale to make some money for it

- CAPSI Reps
 - i. Focus on engaging first years in CAPSI events & competitions
 - a. First years don't have big turnout because it's intimidating
 - b. Announcements on Facebook & in class often go unnoticed
 - Many people still don't know what CAPSI is
 - Communication is currently stiff & not getting across well
 - ◇ People know CAPSI for PDW and competitions but not if it's "fun"
 - ◇ Maybe create a Snapchat account to show what events look like?

Comments/Suggestions: Talk with CAPSI council to see if it'll be 2T1 specific or whole pharmacy student body

- c. Instead of changing events (info or outline), we need to focus on how to cater events to first years
 - o Ex. First-year competitions
 - o All years compete against each other right now but this can level playing field
 - o Maybe get first year award for something for them to look forward to since they'll be intimidated by upper years
 - o Maybe try smaller scale events that promote more awareness
 - ◇ Ex. Hold a "What is CAPSI?" session in atrium or outside classroom so people can actually talk to you about CAPSI

Comments/Suggestions: Let Deuk know if they need help promoting events!

- Faculty Reps
 - i. Pre-book study rooms (near PB, like Gerstein)
 - a. Sign up to study with other people (also increases efficacy of studying and also make friends!)
 - o More opportunities to make friends since many people did not participate in Phrosh week
 - b. Maybe start in a week or two after midterms kind of die down
 - ii. Social event with faculty
 - a. Get to know faculty more (ex. bar or restaurant events)
 - o Possibly food or coffee social around atrium to give students chance to get to know faculty
 - b. Maybe plan for early next semester so we can meet more first year profs

Comments/Suggestions:

- Maybe one every semester?
- Will come back to this point at another meeting since this event will probably take place later in the year
- iii. Collaborative notes/study material on Facebook
 - a. Do collaborative efforts to make notes rather than just JP making notes
 - o Notes for Health Systems turned out pretty well
 - b. Fac Reps decided not to post recordings & notes
 - o Want it to be more collaborative cause their notes may be very different from how other people like it

- Athletic
 - i. Main goal is to get 2T1's to be more active!
 - a. Engage & promote to all levels (especially beginners)
 - o Ex. Run Crew!
 - o Events should closer to PB & at better times to more people can come out (more convenient)
 - b. One event every month depending on how busy it gets
 - o Less during midterm seasons

Comments/Suggestions:

- Deuk & Cat can take turns
 - Maybe one big event from either of them each month to give each other more time to plan events
- Could possibly collaborate with MoveU program
 - Good little bursts of “activeness” & maybe provide healthy snacks
- c. Build resilience to mental health & physical wellness
 - Collaborative event maybe? Exam de-stressors?
 - All of us can work on these throughout the year

- **Pharmakon**

- i. Time organization
 - a. Biggest problem is timing (people sent late notice to photographers)
 - b. Ideally, if you want pharmakon to be at your event, let Sera know 2 weeks in advance (at least 4 days) to ensure good equipment, time, & resources
- ii. Engage 2T1 class more to use photos & embrace events they went to
 - a. Promote posting of these photos onto social media
 - b. Instagram account recently opened
 - Do Instagram contests and win pharmakon swag?
- iii. Collaborating projects between different class council positions
 - a. Ex. Pharmakon is collaborating with Monograph to do things (ex. Yearbook polls)
 - b. Pharmakon is doing LinkedIn photoshoot this year
 - c. Class Council profiles – let people know more about us on website
 - Answer fun & serious questions

Comments/Suggestions: Feature profile of a random 2T1 to get to know others

- Humans of PB? (like HONY)
- A big problem is that all pics are usually of council members + their friends
 - Need to put emphasize on rest of class & not just us!

- **Monograph**

- i. Main goal is get class engaged
 - a. Many people don't know what Monograph is & we need to get people more into it
 - b. Newspaper is great way to record memories to look back at
- ii. Council can also use it as resource to talk about things happening in future
 - a. Include council's voice & also class's voice
- iii. Step beyond basic promotion

Comments/Suggestions:

- Perhaps include articles commenting on concerns of students
 - Commentary on state of affairs on pharmacy (ex. Here's a poll about how students feel in the classroom)
- Be more journalistic, not just promoting things
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 - ◇ Advice column?
- Give out UPS points for articles?

- **Webmaster**

- i. Make website that people are going to visit
 - a. Only going to be useful if people use it regularly
 - b. Include a class calendar (faculty calendar is limited to academic events)

Comments/Suggestions: Maybe Peter, JP, & Pauline can talk about calendar more

 - c. More spending
 - d. Put survey on website for feedback? (ex. Google survey)
 - o Get more input from students
 - e. Building framework to be passed onto next webmasters
 - o Easy to work with & logical

Comments/Suggestions: Give more updates to rest of council on process of website building so we can give real-time feedback
- ii. Promote opportunities at UofT that many student may not know about
 - a. Promote this more on website (ex. Intern opportunities, academic opportunities, + scholarships & awards outside of our faculty)
 - b. Summarize things we have access to
- iii. Marketing
 - a. More effective if council promotes things together, not just one position promoting their own things
 - o Currently messages are seen as individual promotions rather than collective
 - b. Need to create a 2T1 council Facebook page soon so we can post promotions from this page to 2T1 Facebook group instead of us promoting things separately
- iv. Sponsorship
 - a. Small ones would make difference too
 - o Doesn't have to be money (could be things like 1000 burritos)
 - b. Can achieve this is we do well
 - o Ex. Talk to potential sponsors: if we put your logo or banner on our website, perhaps you can sponsor us (even if little)

Council Updates

- President
 - i. UPS Dean's Meeting
 - a. What was covered
 - o Tom will post up minutes on group so people will know what went on
 - b. What are the next steps?
 - ii. 2T1 Dean's Meeting
 - a. Date, attendance
 - o President, VP + faculty reps will be attending this
 - b. Agenda
 - o 2t1 specific concerns
 - Will be conveyed to Dean Boon
 - Ask around for student concerns & opinions
 - iii. Apparel Sale

- a. Timeline
 - iv. Bank account setup
 - a. Timeline and bank
 - o Currently decided on Scotiabank but will also evaluate other options
 - o Will probably be done by next week
 - v. Survey/Census of 2T1s
 - a. Timeline
 - b. Content
 - c. Collaboration
- Vice-President
 - i. Charity Week
 - a. What is it?
 - o November 6-10 but we have 2 exams during that week (informatics final & calculations midterm)
 - o VPs from each year gets allotted one day
 - ◇ Currently assigned Monday (informatics final though)
 - b. How was it done last year?
 - o What each class did and their charity
 - o Professor auction
 - ◇ Everyone benefits from this, not just one class
 - c. What do we need to do?
 - o Class poll on which charity organization to choose
 - ◇ Do google form and post on Facebook & also send out on listserv (email)
 - Pauline has listserv for just first years
 - ◇ Post info/research on charities with the poll as well
 - ◇ Global or local?
 - Past years have done Make-a-Wish, CAMH, & Red Cross
 - o Choose a charity day (Monday tentatively, maybe Thursday)
 - ◇ All years are having their exams as well on Monday – everyone will be around PB
 - ◇ Yifan will try to change it to Thursday so we can cook food and it won't be on an exam day
 - o Events
 - ◇ Class council auction
 - Similar to professor auction
 - Small profile for each council member (ex. What we have to offer??)
 - ◇ Food market: lunch/dinner/snack boxes?
 - Sell boxes of food that we make? Kind of like potluck or bento boxes
- Secretary
 - i. 2T1 letterhead emblem for meetings
 - ii. Purchase Receipts
- Social Rep
 - i. Currently trying to host interprofessional event with IPHSA

- a. Kin's already doing it – attendees are all undergrad people
- b. Deuk surveyed people and they said they're not down to mingle with undergrads
- c. Currently talking to Wendy (2T0) to collaborate with other years
 - o Also talking to med students – their election's happening right now
 - o Might be just a pharmacy event if things don't go as smoothly
- d. Looking to be Halloween events
 - o Need to book venue
 - o Maybe sit down with Wendy to work on Halloween event
- CAPSI Reps
 - i. T-shirt designing competitions for PDW
 - a. Due on October 25th
- Faculty Reps
- Athletic Rep
- Pharmakon
- Monograph
- Webmaster

Other Tasks

- Scheduling next meeting
 - i. Next meeting tentatively set for Friday, October 20th (time TBD)
 - ii. Also need to do a Charity Week meeting next week (try to come if you can)
 - a. Can brainstorm ideas and figure out details then
- Other business
 - i. Coffee machine in the Lunch Room
 - ii. 2T1 Secret Santa